
**COUNTY OF LOUDOUN
DEPARTMENT OF ANIMAL CARE AND CONTROL
POLICY DIRECTIVE**

SUBJECT: Rescue Group Policy

EFFECTIVE DATE: September 19, 2007 **APPROVED:** _____
DATE: _____

PURPOSE:

The Loudoun County Department of Animal Care and Control in order to facilitate the transfer of animals that, in its opinion, do not pose a public safety risk, seeks to establish working relationships with breed rescue groups and other humane organizations.

POLICY:

With respect to placing animals, the Loudoun County Department of Animal Care and Control's (hereinafter referred to as "the Department's") placement priority will be as follows:

1. Reuniting animals with their owners
2. Adopting animals out to new homes
3. Placing animals with breed rescues or other reputable organizations

Therefore, placement of any animal with a rescue organization will not be automatic. The Department will alter its placement priority when, in its professional opinion, an animal has special needs that can be better addressed through placement with a rescue organization rather than through adoption. In certain instances, the Department may pursue both priorities simultaneously, making an animal available for adoption while at the same time pursuing rescue placement.

If an animal has a known history of aggression or serious illness/injury, and/or the Department has determined that the animal poses a potential public safety risk, the animal will not be released to any outside organization. The Department reserves the right to make all final determinations about which animals will be made available for transfer. Each rescue partner will have discretion to accept or reject any animal made available for transfer by the Department.

Application Requirements

The Department has a responsibility to ensure, to the best of its ability, that all animals are placed responsibly. Therefore, the Department has established criteria for establishing its rescue partners. The Department will consider applications from organizations that share the Department's ideals regarding the safe, humane placement of animals, including the adequate screening of animals for public safety risk, the establishment of appropriate adopter criteria, and the option of euthanasia as necessary. As a general rule, the Rescue Partner's adoption criteria should be at least as stringent as the Department's adoption level 1 and 2 criteria (see Attachment #1).

In order to be established as a rescue partner, each organization will be asked to meet the following requirements:

- All rescue partners must either be a 501(c)(3) organization or an affiliate of a national breed rescue organization.
- Organizations shall submit all requisite application materials as set forth in the Rescue Partner Application in order to be considered for rescue partnership. They also agree to submit to a foster home and/or facility (shelter/boarder facility) check by the Department or its designee.
- Rescue partners agree to submit a copy of their annual report (VA report or local/state equivalent, as required) no later than February 1 of each year.
- Rescue partners agree to notify the Department whenever there is a change in their leadership or change in their internal policy that would impact their ability to be named a rescue partner under the criteria set forth in this document (e.g., a private organization losing its 501(c)3 status, a switch from foster homes to boarding kennels, etc.).

Approved rescue partners must also agree to the following:

- Animals may not be released to rescue partners until their legal stray hold has expired.
- Animals should be spayed/neutered prior to leaving the Department; if an animal cannot be altered prior to transfer, the rescue partner assumes full responsibility for ensuring that the animal is altered prior to adoption.
- Once an organization has accepted transfer of an animal, that organization accepts full legal responsibility for such animal, including any associated liability.
- Disposition of any animal transferred by the Department shall be limited to adoption or euthanasia. Animals shall not be transferred by a rescue partner to any other organization, unless otherwise agreed to by the Department.
- Rescue organizations agree to pay the established rescue transfer fee, which is the current adoption fee for the animal less spay/neuter costs (see Attachment #2).

Note: the Department reserves the right to waive any of the criteria identified above, and/or impose additional criteria, as determined appropriate by the Department's Director or his/her designee as being in the best interests of the animal(s). The Department also reserves the right to terminate any rescue

partnership at any time without notice, if the rescue partner's members or representatives violate any applicable law, statute or ordinance governing the housing, transportation, adoption and/or care of animals, or if they fail to abide by any of the requirements of provisions set forth in this document.

Placement Procedures

New Rescue Partner Applicants

In order to be considered a rescue partner, each organization must submit a completed Rescue Partner Application (see Attachment #3), along with all associated documents and information. The Department will review each application, perform a foster home/boarding facility check, and notify the organization of its determination.

Established Rescue Partners

Once staff has determined that rescue placement is appropriate for an animal, the process for rescue placement will generally be as follows:

- The Department will contact the appropriate approved rescue partner and schedule a time for them to meet and evaluate the animal. Rescue partners are welcome to contact the Department regarding any animal already made available for adoption; however, as noted above, the Department's placement priority remains reunification, adoption, then transfer.
- If the rescue partner decides to accept the animal, an authorized representative will sign the appropriate transfer papers and pay the applicable transfer fee.
- If the animal is altered and is beyond its stray date it can be released at that time to the organization.
- If the animal is still within its stray date, it will be held by the Department until that date has expired.
- If the animal has not yet been altered, it should be sent to the participating vet of the rescue partner's choice for surgery and picked up at that veterinary office by the rescue partner after surgery.

Attachment #1
Loudoun County Department of Animal Care & Control's
Level 1 & 2 Adoption Criteria

1. Applicants must be at least 21 years of age, and will be required to produce photo identification. Any applicant between the ages of 18 and 21 will require a family member as a co-signer of the application. A family member is defined as a parent, spouse, aunt/uncle, and/or grandparent over the age of 21 years.
2. All adults in the household must participate in the selection of the animal and agree on the adoption.
3. All applicants must use an approved means of restraint for an adopted dog when it is outdoors (leash, fenced yard, kennel, swivel stake, cable runner, or invisible fence).
4. Prior to adoption, all applicants must provide proof that they are in compliance with all applicable laws/regulations in place in their County of residence, including having all of their current cats/dogs, if any, vaccinated for rabies and having licenses, as required.
5. Puppies aged five (5) months or younger will not be adopted into a household where they will be left unattended for extended periods of time.
6. If the adopter cannot keep the adopted animal, they must agree to return the animal to Loudoun County Department of Animal Care & Control.
7. Dogs will not be adopted as guard dogs. Cats will not be adopted as mousers.
8. No animal will be adopted to persons having a history of ordinance violations, losing, giving away, selling, or having animals injured or killed by moving vehicles.
9. Applicants may be asked to provide non-family references and/or proof of employment or source of income.
10. Any application for an animal that will be kept unattended outdoors will require the completion of a home inspection to ensure that the animal has proper shelter and confinement while outdoors.
11. Applicants who do not own their residence or who own property that is governed by a board or association must provide written permission for the adoption from a landlord, owner of the home or apartment, or condo board/association.
12. Applicants must meet all special needs requirements for the animal, if any.

Attachment #2
Rescue Transfer Fees
(updated 7/1/08)

Dogs:	\$ 50.00
Cats:	\$ 20.00
Small Companion Animals:	\$ 5.00
Small Birds:	\$ 5.00
Exotic Reptiles:	\$ 30.00
Ferrets:	\$ 30.00
Medium Birds:	\$ 20.00
Large Birds:	\$100.00
Livestock up to 150 lbs:	\$ 25.00
Livestock 150 lbs to 500 lbs:	\$100.00
Livestock 500 lbs and up:	\$200.00
Poultry:	\$ 1.00 each/\$5.00 per lot

Attachment #3
Loudoun County Department of
Animal Care & Control
Rescue Partner Application



Name of Organization: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number(s): _____
Fax: _____ Website: _____
Contact Person(s): _____
Title: _____ E-mail: _____

In processing your application, it would greatly help us to learn more about your organization and how it functions. In addition, we are frequently asked questions by the public about our rescue partners and their policies regarding surrenders and adoptions.

Please provide us the following information (it can be provided in a written narrative form, as printed copies of your web page, as brochures, etc.):

- The history of your organization
- The type(s) and breed(s) of animal(s) your organization rescues
- Your admission criteria for accepting animals into your rescue
- What types of facilities does your organization regularly use to house animals (e.g., foster homes, boarding kennels)?*
- How do you make decisions regarding the adoptability of animals (e.g., temperament testing, etc.)?
- How do you make decisions regarding the suitability of adopters (e.g., applications, home checks, etc.)?

The names and contact information for other municipal shelters your organization has worked with within the past 12 months, if any

Please identify what types of facilities your organization regularly uses to house animals:

Dedicated Shelter Building	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Boarding Kennels	<input type="checkbox"/> Yes	<input type="checkbox"/> No (If yes, please attach a list of all boarding kennels that your group regularly uses).
Foster Homes	<input type="checkbox"/> Yes	<input type="checkbox"/> No (If yes, please attach the name and address of a foster provider able to undergo a home check by LCACC, preferably one within Loudoun County)

Do you perform formal or informal behavioral evaluations on the animals accepted into your organization? Please explain.

What behaviors, if any, might disqualify an animal from adoption once it has been accepted into your organization?

What tools do you use to screen potential adopters (e.g., application, home check, etc.)?

What criteria, if any, might disqualify a potential adopter from being approved to adopt one of your animals?

Is euthanasia ever an option for your organization? Please explain.

Do you ever transfer animals to other individuals or organizations to be made available for adoption?

What happens to an animal adopted through your organization if the adopter is no longer willing or able to keep it?

By signing below, I certify that:

- I have read the Loudoun County Department of Animal Care & Control's Transfer Policy, and I agree that the organization identified above will comply with its terms and conditions.
- The above identified organization is in compliance with the requirement of the Virginia Comprehensive Animal Law that every animal care organization obtain a signed statement from each of its directors, operators, staff, foster care providers or animal caregivers specifying that each individual has never been convicted of animal cruelty, neglect or abandonment.
- The above identified organization is in compliance with all applicable legal requirements, including annual and periodic reporting requirements.
- I am an authorized representative of the above named organization and have the requisite authority to sign this document on behalf of that organization, and to bind it to the all of the Department terms and conditions regarding animal transfers.

Signed

Date

Organizational Representatives

Please identify those individuals who form the current management and oversight of your organization: (e.g., officers, directors, board members, senior staff, etc.)

Please identify (name, phone, address) up to 3 individuals authorized to sign transfer paperwork on behalf of your organization (changes to this list should be made in writing).

Required Documentation

All rescue partners must submit the following:

- _____ A completed rescue partner application
- _____ A copy of the organization's current VA report or local/state equivalent (as applicable)
- _____ A copy of the organization's standard adoption agreement (must conform to Code of VA)
- _____ A copy of the organization's standard foster agreement (as applicable)

In addition, all proposed rescue partners must submit 2 of the following:

- _____ A copy of the organization's IRS 501(c)3 letter of determination,
- _____ A copy of a current (within the past 6 months) written inspection report from local animal control agency
- _____ A written letter of endorsement from the organization's affiliated national breed association
- _____ A letter of reference from a licensed vet that has worked with the organization within the past 3 months